



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONAL OFFICER

Job Number: 20000638

Job Code: 22010V170516

Job Group: 2200 - CORRECTIONS

Job Established: 06/16/1982

Job Revised: 05/16/2017

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$14,424 - Hourly

\$2,343.90 - 37.5 Hr. Monthly Salary

\$2,500.00 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Maintains custody and control of inmates/patients in a custodial security setting for adults or performs related special assignments; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be twenty-one years of age.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Stands watch in corridors of buildings, towers and other security posts. Takes required action during emergencies to prevent escapes and suppress disorders. Oversees inmates/patients inside and outside of the institution. Takes periodic counts of inmates/patients. Searches inmate's/patient's person, mail and quarters for contraband. Oversees work or recreational activities. Oversees inmates/patients during bathing and meals. Counsels with inmates/patients on minor adjustment problems and refers serious problems to proper staff specialists. Supervises inmates/patients in general housekeeping duties and checks quarters for health and safety hazards. Issues and keeps records of inmate/patient clothing and supplies. Makes written reports on violations of institutional rules. Oversees inmates in preparing and serving food. Oversees visits with inmates/patients and may search visitors for contraband. Takes proper care of use of weapons. Transports inmates/patients to and from other institutions, courts, medical facilities, funerals and other areas as required. Administers emergency first aid to patients, residents, visitors and employees when necessary. Travels in state or out of state to return escapees.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to physically respond to an emergency situation. Assist in an evacuation or rescue, bend, lift, run or walk swiftly in order to physically disrupt fights between inmates and/or residents or intervene in a combative situation to protect fellow employees from the threat of harm or actual harm at the hands of an inmate and/or resident. Must possess the physical agility to secure an inmate and/or resident with handcuffs and/or ankle chains, or other restraints, and, if necessary, to engage in forced movement of inmates and/or residents from one location to another.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work environment is hazardous due to working in a state correctional facility with convicted felons.

ADDITIONAL REQUIREMENTS:

Applicants must not have been convicted of a misdemeanor crime of domestic violence, a felony or trafficking in narcotics, dangerous drugs or controlled substances. Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.